

Message to managers of employees attending Leading Teams:

Thank you in advance for supporting your employee in Leading Teams! Attached is a checklist of the requirements your employee will need to complete in order to receive a certificate of completion. Over the three days, the following learning objectives will be covered:

- Demonstrate emotional intelligence and self-regulation.
- Explain the impact of psychological safety on leaders and teams.
- Create an environment for your team that fosters teamwork and encourages innovation.
- Manage stress, time, and energy for yourself and your team.
- Align your team around values, purpose, and vision.
- Satisfy customers and drive results through feedback.

Your role is important!

As a leader, you play a key role in growing and developing other leaders. Here is a worksheet with a few suggestions about how to support your employee during Leading Teams:

Time Period	Suggestions
Before Leading Teams starts	<p>Talk with them about leadership. Consider discussing their answers to the following:</p> <ul style="list-style-type: none">• What do you hope to learn from Leading Teams?• What are your concerns about your own leadership development?• What do you find rewarding/challenging about leading?• How can I support you or remove barriers?• How would you like to share what you've learned with others? <p>Name of Employee: _____</p> <p>Date of Meeting: _____</p> <p>Notes from Meeting:</p>

During class	Protect the learner's time to participate. To the extent possible, keep interruptions to a minimum.
Time period before Day 3 of the class	Provide feedback about what you are observing. Ask how you can be supportive with their leadership challenge.
After the course ends	<p>Acknowledge that they completed the course!</p> <p>Invite them to share what they learned with others.</p> <p>Ask for feedback and suggestions about how the learning from the course can be sustained at the agency.</p> <p>Look for opportunities for the new leader to grow and develop.</p> <p>Keep the conversations going. Continue to talk about how you and the agency can contribute to their success. For example, you may discuss:</p> <ul style="list-style-type: none"> • What were your key takeaways from the training? • How would you like to begin implementing what you've learned? • What are the primary barriers preventing you from applying what you've learned? How can I help? • How can I support you? • How would you like to share what you've learned with others? <p>Dates of Meetings: _____</p> <p>Notes from Meetings:</p>

Contact information

On behalf of the Department of Enterprise Services, thank you again for supporting your employee during Leading Teams. If you have any questions, we are here to help.

The Enterprise Leadership Development Team
DES Leading Teams: DESLeadingTeams@des.wa.gov



To receive a certificate of completion for this class, you must complete all items below.

PRE-Class Work: Complete these items **BEFORE** Day 1

<input checked="" type="checkbox"/>	Items to complete
	Print your agency's mission statement and values and bring it to class.
	Complete the <i>Pre-course Knowledge and Skills Assessment</i> in the LMS . Save your results for your ongoing professional development.
	Spend a few minutes reflecting and answering these leadership questions. <ul style="list-style-type: none">• What do I hope to learn from Leading Teams?• What are my concerns about my own leadership development?• What do I find rewarding/challenging about leading?• How can my manager support me or remove barriers?• How would I like to share what I've learned with others?
	Talk with your manager about leadership and your answers to the questions above.
	Review the enterprise-wide leadership competencies. Identify two competencies where you believe your skills are strong and two where you would like to grow your skills.
	Complete the Colors Preferred Communication Style Assessment and bring your results to class.

Attend Days 1 & 2, 8am-5pm

Items to bring with you to class on Days 1 and 2

1. Your agency's mission statement and values
2. Your responses to leadership reflection questions
3. Your notes from discussing leadership reflection questions with your manager
4. The two enterprise-wide leadership competencies you identified where your skills are strong and the two where you would like to grow your skills
5. Your Colors Preferred Communication Style Assessment results

Break Work

Complete these items **BEFORE** Day 3

<input checked="" type="checkbox"/>	Items to complete
	eLearning modules Complete all six eLearning modules in the LMS under My Courses . <ul style="list-style-type: none"><input type="checkbox"/> Civil Service Rules & Labor Relations (about 10 minutes)<input type="checkbox"/> Hiring Practices (about 20 minutes)<input type="checkbox"/> Pay, Leave & Time (about 15 minutes)<input type="checkbox"/> Performance Plans & Reviews (about 20 minutes)<input type="checkbox"/> Resolving Performance Issues (about 15 minutes)<input type="checkbox"/> Unlawful Employment Discrimination (about 15 minutes)
	Thomas-Kilmann Conflict Mode Instrument (TKI assessment) Complete the TKI assessment and bring results to class .
	Leadership Challenge Work on leadership challenge as described in the Participant Guide and in class. Be prepared to present an update to the class.

Attend Day 3, 8am-5pm

Items to bring with you to class on Day 3

1. Participant Guide you received on Day 1
2. TKI assessment report
3. Notes on your Leadership Challenge that will help you in discussing it with others

After Class Work

Note: Please wait to complete these items until **AFTER** Day 3 of class!

Complete these items by Close of Business five business days after Day 3.

<input checked="" type="checkbox"/>	Items to complete
	Complete Post-Class Knowledge and Skills Assessment in the LMS .
	Complete course evaluation in the LMS .